



LOS ANGELES COUNTY COMMISSION ON HIV

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OPERATIONS COMMITTEE MEETING MINUTES

August 25, 2014

Approved
2/23/2015

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMM STAFF/ CONSULTANTS
Joseph Green, <i>Co-Chair</i>	Alex Castillo	Rob Lester	Jane Nachazel
AJ King, MPH, <i>Co-Chair</i>	Terry Smith	Michael Pitkin	Craig Vincent-Jones, MHA
Lilia Espinoza, PhD	Terrell Winder	Kevin Slatter	
Ted Liso/Douglas Lantis, MBA			
José Munõz			DHSP STAFF
Ricky Rosales			None
Jill Rotenberg			

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Agenda, Revised, 8/25/2014
- 2) **Memorandum:** Open Nominations Process Membership Application Period, August 2014, August 2014
- 3) **Application:** Commission Member Renewal Application, 8/25/2014
- 4) **Work Plan:** Operations Committee, 2014
- 5) **Summary:** Consumer Caucus, 8/14/2014
- 6) **Memorandum:** FY 2014 and FY 2015 Assessment of Administrative Mechanism (AAM), 8/15/2014
- 7) **Graphics:** Los Angeles County Commission on HIV, proposed logos, 8/25/2014
- 8) **Article:** The Important of Branding Your New Business, 3/18/2009
- 9) **Article:** The Tricky Business of Nonprofit Brands, 3/14/2005

1. **CALL TO ORDER:** Mr. King called the meeting to order at 10:10 am.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:** This item was postponed.
4. **PUBLIC COMMENT (Non-Agendized or Follow-Up):** There were no comments.
5. **COMMITTEE COMMENT (Non-Agendized or Follow-Up):** There were no comments.
6. **CO-CHAIRS' REPORT:** There was no report.
7. **MEMBERSHIP MANAGEMENT:**
 - A. **Open Nominations Process:**
 - 1) **2014 Membership Renewal Plan/Materials:**
 - Mr. Green provided a list of Commission members pending renewal. All will receive a renewal application. Those on institutional seats need not interview. A few members will likely not renew, but there are a few new applicants.
 - The new renewal application is somewhat shorter primarily due to elimination of redundancies.
 - Question 4 pertains to disclosure of HIV status, whether an applicant is a consumer of Ryan White (RW) Part A services and, if so, is unaffiliated, i.e., not a board member, employee or consultant at a RW Part A-funded agency.

Operations Committee Meeting Minutes

August 25, 2014

Page 2 of 4

HRSA requires planning councils to have one-third unaffiliated consumer members and Commission seats are designated to meet that requirement. PLWH who choose not to disclose may not be considered for those seats.

- Question 5 indicates qualifying factors for various seats which allows applicants to identify those for which they may be eligible. The application's cover memorandum will clarify the purpose of the question.
- Question 6, Training Requirements, asks about HIV 101, HIPPA and Protection of Human Research training. HRSA does not require the latter two trainings, but consumers in particular felt a need to better understand the material and the work group chose to continue the requirement. Most agencies already provide the training. The Commission previously received the online training through the Department of Public Health.
- Approximately 30 new or renewal candidates are expected to require interviews including five new candidates. New candidates can trigger additional interviews as some seats are fungible such as those for stakeholders.
- As previously, interviews will be conducted by four-member teams. Mr. King suggested limiting interviews to 15 minutes, but Mr. Vincent-Jones noted previous candidates found the shorter time inadequate.
- ➡ Email the new and renewal applications to Commission members by end of business on 8/27/2014 for submission by 9/19/2014. Commission members will be reminded of the deadline at the 9/18/2014 Commission meeting.
- ➡ Application distribution will include all Commission members as well as those who previously applied, but were not nominated. Commission members due for renewal will be advised to complete the renewal application.
- ➡ Mr. Vincent-Jones will check to determine if it is feasible to post applications on the website. The website is currently under renovation. Requests for applications can always be sent to Nicole Werner.
- ➡ Candidate interviews will not exceed 45 minutes including scoring. Exit interviews will not exceed 30 minutes.
- ➡ Candidate and exit interviews will be scheduled for the weeks of October 6th and October 13th. Messrs. Liso and Lantis offered to fill slots as noted, but may be re-assigned based on availability of other Operations' members.
 - ▶ 10/7/2014 (9:30 am to 12:30 pm): Green, Lantis, Liso, Rotenberg (tentative)
 - ▶ 10/10/2014 (9:30 am to 12:30 pm): Espinoza (tentative), Green, Lantis, Liso, Rotenberg
 - ▶ 10/14/2014 (9:30 am to 12:30 pm): King, Lantis, Lester, Liso
 - ▶ 10/14/2014 (1:00 pm to 4:00 pm): Green, King, Lester, Rosales
 - ▶ 10/15/2014 (1:00 pm to 4:00 pm): Espinoza (tentative), Green, Lester, Liso, Rosales
 - ▶ 10/16/2014 (1:00 pm to 4:00 pm): Green, Lantis, Liso, Rosales
 - ▶ 10/17/2014 (9:30 am to 12:30 pm): Green, King, Lantis, Liso
- ➡ Candidate interview questions will be reviewed at the next Operations meeting.

B. Exit Interviews: Procedures/Questions:

- ➡ Messrs. Green and King will compose a letter to all Commission members who have left since integration or chosen not to renew requesting them to participate in an exit interview. The letter will be distributed by email by 9/3/2014.
- ➡ Attendees developed exit interview questions as noted:
 - ▶ Can you please share with us why you chose to leave the Commission?
 - ▶ Please rate your overall experience on the Commission: very poor, poor, neutral, good, excellent.
 - ▶ What could have been done to improve your experience on the Commission?
 - ▶ What suggestions do you have for improving the overall effectiveness of the Commission?
 - ▶ As a Commission member, what was the highlight of your experience and what was the biggest challenge?
 - ▶ Would you consider being of service to the Commission in the future?
- ➡ Consider presenting letters or certificates of appreciation for departing Commission members at the next Operations meeting. Consideration will include consistent criteria for selecting departing Commission members for recognition, e.g., attendance and contributions to Commission work.

8. OPERATIONS COMMITTEE 2014 WORK PLAN:

- On updating timelines, Mr. Vincent-Jones noted a completion date column reflects progress and has assisted in planning.
- On open nominations, Mr. Vincent-Jones noted the two-year terms are designed so that half expire each year. This first process since integration took more time due to revision of the structure and materials while the next will be more routine.
- The community membership piece of membership management is done. Regarding membership guidelines, duty statements need to be done. The Conflict of Interest Policy/Procedure is done, but training remains to be done.
- Eligibility trainings such as HIPPA are the easiest to complete because they are generally available from other sources.

Operations Committee Meeting Minutes

August 25, 2014

Page 3 of 4

- The Assessment of the Administrative Mechanism (AAM) is required by HRSA with work reported on the annual application. HRSA has deferred action on the requirement due to Commission integration. Operations previously decided to pursue a two-year AAM cycle with an overview of the system in the first year and an in-depth review of one aspect in the second.
- ➡ Add Sign In/Out Policy/Procedures to Work Plan.
- ➡ Move development of Committee Manuals/Handbooks to December 2014.
- ➡ Schedule completion of the AAM RFP for January 2015.
- ➡ Review the Work Plan after completion of the current open nominations process.

9. POLICIES AND PROCEDURES:

A. "Consumer" Definition:

- Mr. Liso reported the Consumer Caucus continues work on the "consumer" definition. Attendance has been opened on a six-month trial basis to anyone who self-identifies as a "consumer" of HIV services in the County. The pilot supports exploration of HIV+/HIV- consumer definitions and development of effective HIV+/HIV- consumer voices at the table.
- Confidentiality was a primary concern of HIV+ Consumer Caucus members. In response to those concerns, a statement on confidentiality and disclosure will open each Consumer Caucus meeting.
- Mr. Rosales felt "consumer," for Commission purposes, should be restricted to anyone in Los Angeles County who consumes HIV-related services. Mr. King recommended limiting the definition to HRSA- and CDC-funded services.
- Mr. Vincent-Jones noted HRSA requires one-third of planning council members to be unaffiliated consumers. The Commission has been working to expand the definition since integration to reflect the full Continuum of HIV Services.
- Mr. Lantis felt wrestling with the issue assists Commission members as planners in identifying how to integrate care/treatment and prevention services. The subject changes the dialogue.
- Mr. King saw prevention services as seamless, e.g., a person driving by an HIV prevention billboard is a "consumer," but may not realize it. Alternatively, a more focused approach might, e.g., identify "high risk" populations.
- Ms. Rotenberg suggested approaching "consumer" as someone actively engaged in care/treatment or prevention services. That would offer a more inclusive approach to the subject as a whole rather than retaining HIV+/HIV- siloes.
- Mr. Vincent-Jones noted early HIV/AIDS activists established a new, core theme in development of the planning group concept - that those who received services have a voice in developing them. That was embedded in the RW planning councils. Expanding the concept to HIV- consumers flows naturally from integration of the Commission. It might be elaborated by sub-group much as was done with special populations, e.g., "highly impacted" or "actively engaged."
- Mr. King noted PLWH and HIV- people can equally be evaluated by an "actively engaged" criteria since a PLWH might not be actively engaged in HIV-related services while an HIV- person might be actively engaged.
- Attendees discussed whether active engagement in a service such as substance abuse should be considered since the Commission lacks allocation authority over many of the funds. Mr. Lantis urged inclusion of substance abuse services since they address a high risk behavior. Mr. Vincent-Jones noted the Commission advises the Board on all HIV-related matters so can address services regardless of funder or allocation authority including, e.g., Net County Cost.
- Mr. Lopez noted that a definition for HIV- consumers is also important to expand stipends and educate the public.
- ➡ Return "consumer" definition to Operations in six months to include input from the Consumer Caucus pilot and others.

B. **New Policies and Procedures:** There was no additional discussion.

C. **Member Job Descriptions/Duty Statements:** There was no additional discussion.

10. TRAINING AND CAPACITY BUILDING:

A. **Leadership Development Technical Assistance:** Messrs. Liso, Smith and Vincent-Jones have discussed development with the technical assistant consultant. Originally, the Commission was expected to expend the funds by September 2014, but work will be more laborious than originally anticipated and HRSA has approved deferring the work to next year.

11. **ASSESSMENT OF ADMINISTRATIVE MECHANISM (AAM):** There was no additional discussion.

12. COMMUNITY ENGAGEMENT PLAN:

A. Commission Branding: Logo Development:

- Mr. Vincent-Jones noted Susan Forrest and Marc McMillin were re-developing the Commission website so choosing the new logo has become timely. The designer drafted options in the packet reflect comments received to date.

Operations Committee Meeting Minutes

August 25, 2014

Page 4 of 4

- Mr. King questioned addressing the subject especially in light of other priorities. Mr. Vincent-Jones replied it pertains to community awareness. Deciding now will avert having to revise the re-developed website later. A smaller group than the full Commission can decide more quickly and forward the decision to Executive.
- ➡ Mr. Lantis joined Ms. Forrest and Mr. McMillin on the Work Group. They will make a decision and forward it to Executive for review.

13. NEXT STEPS:

A. **Task/Assignment Recap:** There was no additional discussion.

B. **Agenda Development for Next Meeting:**

- ➡ Subjects for the next meeting will be: development of candidate interview questions, discussion of the AAM RFP scope of work to include care/treatment and prevention, Policies/Procedures, Committee Manuals/Handbooks and consideration of letters/certificates of appreciation for departing Commission members with pertinent criteria.

14. **ANNOUNCEMENTS:** There were no announcements.

15. **ADJOURNMENT:** The meeting adjourned at 12:54 pm.